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Executive

25 August 1949

Services Officer

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Security Violation - [REDACTED]

1. Reference memorandum dated 19 August 1949, from ADSO, above subject, enclosing CIA Job Order Form 36-58 returned from [REDACTED] having been inadvertently left in the glove compartment of an automobile shipped to that place, said vehicle having been driven from Washington to New York 18 February 1949.

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2. This office received the first report of this violation about two or three months ago, and at that time inquiry developed that the Job Order was picked up by someone in the garage and work to be done on the car was listed on the reverse side thereof. It is assumed that the responsible person used the printed form as he would any other piece of blank paper, inasmuch as the instructions for necessary work were listed on the reverse side of the paper.

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3. At the time this violation was called to my attention by [REDACTED] I immediately cautioned the Chief, Transportation Division, about using any forms of paper, labels, tags, etc., which might identify these vehicles as being connected with CIA and further instructed the Head and the Assistant Head of the Motor Pool that one of them were to inspect all cars prior to releasing them for driving to New York to assure that no papers of any kind were in the vehicles. They were to inspect the vehicles thoroughly, looking under seats and floor coverings, and in the glove compartments and trunks.

4. I am attaching a copy of memorandum written to the Head of the Motor Pool, again cautioning him as to the necessity of strictly adhering to these instructions. There is also attached copies of letter and hand receipt form, which are used in connection with delivery of these automobiles.

*Signed*  
[REDACTED]

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Attachments (2)

cc: AVE Chrono  
AVE SO file ✓  
AVE Trans. file

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8-26-49